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## International Shipments

In accordance with "best business practices" suggested by the Department of Commerce, the Office of Classification and Export Control (OCEC) will be implementing a new requirement for all international shipments leaving the Laboratory.

As of February 15, 2004 a completed Customer Screening Checklist must be on file with OCEC prior to approval of any international shipment that is subject to export control regulations. This Checklist is a one time, single page form to be faxed to your international customer for signature and return. Basically, the form serves to increase our awareness of who your customer is, what they do, and how they intend to use your product. The ShipIt system's online form will also be revised to remind you of this new requirement.

If you are intending to ship outside of the US, here is what you will need to do:

1. Download a copy of the Checklist (LLNL Form LL6525) from the LLNL E-Forms Library Web site.
2. Fax the form to your international customer and have them fill it out, sign it, date it, and fax it back to you.
3. When you receive the form, ensure that it is complete and accurate, then mail (L-302) or fax it (2-1288) to the Office of Classification and Export Control, c/o William Fritchie.

The completed form will be valid for five years from the date of signature, for all shipments to that destination. Your international customer may keep the signed original, which, together with your copy, will serve as a reminder to update the form prior to its expiration date.

If you anticipate shipping internationally, OCEC recommends that you prevent possible ShipIt delays by downloading and processing the Customer Screening Checklist as soon as possible.

If you have any questions, please contact either William Fritchie or William Bollinger at 2-4401 for further information.

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